



Calvin Giordano & Associates  
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Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS<sup>SM</sup>

## Window and Door Inspection Procedure

Homeowner/Representative and Contractor/Installer shall be present for inspection.

- \_\_\_\_\_ • Structural attachments and Final inspections required separately.
- \_\_\_\_\_ • During attachment inspection all openings shall be installed. No covers, trim, casings, interior caulking/finish allow during inspection (shim spacing to be verified). Exterior caulking allowed as to keep opening watertight.
- \_\_\_\_\_ • Permit card, construction drawings and product approvals are to be available at the site. All documents should be legible, printed on one side only and stapled.
- \_\_\_\_\_ • Interior openings shall be clear and accessible.
- \_\_\_\_\_ • Where photos are allowed by inspector after structural inspection, they shall be printed copies and labeled by opening number to match the window and door retrofit schedule form. **Photos on a phone or other devices are not acceptable.**
- \_\_\_\_\_ • It is the permit holders responsibility to have any required tools, ladders or any other item that may be needed to perform inspections.
- \_\_\_\_\_ • During Final inspection all covers, trim and finish work shall be completed. Job site conditions must be cleaned and clear of all debris

Thank you for your cooperation.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

05/01/2022